VITALE, GUY

MATERIAL REVIEWED AT CIA HEADQUARTERS BY HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

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. 28 FEB 1984

MEMORANDUM FOR : Mr. Guy Vitale

THROUGH

: Head of CS Career Service

SUBJECT

: Notification of Approval of Request for

Voluntary Retirement

- i. I am pleased to inform you that your request for voluntary retirement under the CIA Retirement and Disability System has been approved by the Director of Central Intelligence.
- 2. Your retirement will become effective 28 February 1969 and your annuity will commence as of i March 1969. The annuity is payable on the first day of the month following that for which it accrued. You may be assured that every effort will be made to expedite delivery of your first check following completion of the administrative processing required to effect your retirement.
- 3. You will receive a lump-sum payment for your accrued annual leave up to 30 days or for whatever amount of leave credit you carried over from the last calendar year if that amount is more than 30 days.

Robert S. Wattles
Director of Fersonnel

Distribution:

0 - Addressee

1 - D/Fers

1 - OP Files

1 - Soft File

1 - ROB Reader

OP BSD ROB/

(27 February 969)



S K (khen	CRET Filled In)
CERTIFICATION OF SEPARATING EMPLOYEE	Name (Last-First-Middle) VITALE, GUY
MEMORANIAM FOR THE RECORD - /	ATTACH TO OFFICIAL PERSONNEL FOLDER
I hereby acknowledge the receipt of the followard separation from CIA as indicated by check a	llowing forms and/or information concerning my mark:
Standard Form 8 (Notice to Feder	al Employee about Unemployment Compensation).
2 Standard Form 55 (Notice of Conv. Life Insurance).	version Privilege, Federal Employees' Group
3. Standard Form 56 (Agency Certifi Group Life Insurance Act of 1954	cation of Insurance Status, Federal Employers'
4. Standard Form 2802 (Application	for Refund of Retirement Deductions).
5. Form 2595 (Authorization for Dis	position of Paychecks).
my separation from this Age check to my health and well Appointment arranged with O	ight to have a medical examination before may and of the importance of such a medical being.
7. I have been informed of "confliction foresee no problem in this regard	t of interests" policy of the Agency and concerning my new employment.
8. Form 71 (Application for Leave).	
9. CSC Pamphlet 51 (Re-employment Ru Forces Duty).	ghts of Federal Employees Performing Armed
10. Instructions for returning to dut Service.	y from Extended Leave or Active Military
Signature of Employee	Date Signed 28 Fob- 69
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Executive Registry

17 APR 1969

Mr. Gey Vitale 1730 H Streat, N. W. Washington, D. C. 20006

Dear Mr. Vitale:

As you bring to a close more than twenty-six years of service to your country, I want to join your friends and co-workers in wishing you well and hoping that you find the years shead filled with enjoyment and satisfaction.

It takes the conscientious offerts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

May I express to you my appreciation and extend my best wishes for the years shead.

Sincoroly,

Richard Helms
Richard Helms
Director

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MEMORANDUM FOR : Director of Central Intelligence

SUBJECT

: Request for Voluntary Retirement

Guy Vitale

- t. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 4.
- 2. Mr. Guy Vitale, CS-08, Intelligence Analyst, Western Hemisphere Division, Clandestine Services, has applied for volun-10 tary retirement under the provisions of Headquarters Regulation 20-50j, to be effective 28 February 1959.
- 3. Mr. Vitale has been designated a participant in the CIA Retirement and Disability System and meets the technical requirements for voluntary retirement under the System. He is 51 years old with over 28 years of Federal service. This service includes over 2. years with the Agency of which 5 years were in qualifying service. The Head of the Clandestine Services Career Service and the CIA Retirement Board have recommended that his application for voluntary retirement be approved. I endorse these recommendations.
- 4. It is recommended that you approve the voluntary retirement of Mr. Guy Vitale under the provisions of Readquarters Regulation 20-50]. .

Robert & Wattles Director of Personnel

The recommendation contained in paragraph 4 is approved:

Director of Central Intelligence

Date

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MEMORANDUM FOR: Itr. Cuy Vitale

20 October 1965

THROUGH

: Head of D Carger Service

SUBJECT

: Notification of Mon-eligibility for Designation as a Participant in the CIA Retirement and Disability System

- 1. As you may know, we are in the process of reviewing the employment history and current career field of all employees in the Agency to identify those who are eligible for designation as a participant in the new CIA Retirement and Disability System. In this process, the initial review of each case is made by the individual's Career Service. If the Head of his Career Service nominates him for participation in the system, this nomination is reviewed by the CIA Retirement Board which recommends final action to me. However, if the Head of the Career Service advises that the employee does not meet the basic requirements of ER 20-50 for participation, I have accepted this finding without further review by the CIA Retirement Board. This practice has been adopted in the interest of expediting this screening process so that those employees who are eligible to participate in the system may be designated participants as soon as possible.
- 2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and I have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you have 15 years or more of Agency service, but have not as yet performed 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in me way affects your current status under the Civil Service Retirement System, nor does it preclude reconsideration of your eligibility to participate in the CIA System if you should meet the requirements for designation in the future.
- 3. Should you desire further information concerning the requirements for designation as a participant in the CIA Retirement System, I suggest that you read paragraph e of HR 20-50 and paragraph 5 of the Employee Bulletin dated 30 July 1965, entitled "Public Law 88-643, The Central Intelligence Agency Retirement Act of 1964 for Certain Employees".
- 4. It is always possible that the records upon which the determination made in your case may have been incomplete or inaccurate regarding your actual employment history with the Agency. If, after studying the materials cited above, you have questions regarding the determination that you are not eligible to participate in the CIA Retirement System, please feel free to contact officials of your Career Service. They are familiar with the details of your case and will gladly discuss them with you. In addition, you may wish to discuss your case with the CIA Retirement Staff located in Room 6E-1319 Head-quarters (extension 6001). If such discussions do not resolve any questions you have regarding your eligibility, you may request that your case to formally considered by the Board. However, this request must be made within 30 days of the date of this memorandum.

Emmett D. Echols. Direc 'r of Personnel

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		P/WH/COG		Hqs	•	
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SECTION B PERFORMANCE						-
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O - <u>Outstanding</u> Performance is so exceptional in relation to re- others doing similar work as to warrant special			and in som	parison to	the perform	nance of
SPECIF	IC DU	ries .				
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HARRATIVE COMMENTS

Indicate significant strengths or meaknesses demonstrated in current partition keeping in proper perspective incirrelationship to overall performance. Store suggestions made for improvement of work performance. Give recommendations for training. Commant on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining have presented action. Manner of performance of managerial or supervisory duties and cost consciousness language. Specific provides the supervisory duties and cost consciousness. Section C, ottach a separate sheet of paper.

Mr. Vitale since he was assigned to me Anitially on a parttime basis and later as a full time assistant has performed adequately as an input analyst in addition to his proficient work as a Records Officer and General support assistant. quality of his input has been good and his production has helped considerably in cutting down the size of the input backlog. Mr. Vitale also continues to perform the Records Officers function for the branch with a sound knowledge of general records procedures. His attitude and attendance record continue to reflect a willingness to assist the branch in whatever way necessary. In addition Mr. Vitale's valuable background knowledge on a former vital portion of the branch's effort continues to be utilized to a considerable extent. He gets along well with his colleagues and contributes to the smooth running of the office.

Mr. Vitale is presently within 2 years of retirement or 4 years, if he does not receive an overseas assignment. He has told the career panel, he would accept an overseas assignment to either Vietnam or Laos. In view of his experience with paramilitary operations, it is felt this would be a more fitting assignment for him than the present one, even though he has been performing quite satisfactorily.

SECTION D	AFOR
1.	CERTIFICATION AND COMMENTS
	BY EMPLOYEE .
DATE	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT
- 1 .	SIGNATURE OF EMPLOYEE
2/18/68	Dien Veleto
2. /	BY SUPERVISOR
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
OI .	
DATE .	OFFICIAL TITLE OF SUPERVISOR TYPED OF PRINTED NAME AND SIGNATURE
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18 7464	
3.	BY REVIEWING OFFICIAL
COMMENTS OF REVIEWING OFFI	CIAL
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I concur in t	the evaluation of this employee as presented above.
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ATE	OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE
	J.G. W. LONE
13 July 1968	C//IH/COG/OS
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SECTION C/Continued

NARRATIVE COMMENTS

For approximately four months during 1967, Mr. Vitale worked with me in providing Headquarters' support to JMWAVE in its conduct of special operations into PBRUMEN. In such a role, Mr. Vitale's knowledge of the history, mechanics, requirements and PBRUMEN personnel of these operations was invaluable in (I) the preparation of operational proposals for the 303 Committee, (2) the provision of timely operational information periodically requested by the front offices of both WH/COG and WHD, and (3) the briefing of WOFIRM personnel newly assigned to JMWAVE to assist in these operations. While under my supervision, Mr. Vitale was a conscientious, loyal, cooperative employee who readily and willingly performed all tasks assigned to him in an exceptional manner. He always expressed his willingness to work as many hours as necessary to finish the task at hand. He has a very pleasant personality, gets along well with his fellow workers and exhibits a good sense of cost consciousness in the use of government equipment and materials. The rating letter "S" most accurately reflects the level of performance of Mr. Vitale during the period he was under my supervision.

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FORM 45 USE PREVIOUS EDITIONS

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Section Sectio

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of most performance. Give recommendations for training. Consents on foreign language competence, if required for current position. Amplify it explains given in Section B to provide best basis for determining future personnel action. Ranging of performance of most period or supervisory duties and cost consciousness in 1/19, yet of personnel, space, equipment and lunds, must be commented on it applied by. If extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban paramilitary operations has provided the Branch with very useful continuity. His ability and experience in locating material and in handling records for headquarters support to WII/COG Special Operations contribute substantially to the Branch's operational support effort. Mr. Vitale carries out his assigned duties in a willing, loyal and highly dependable manner. He recently has been given an additional assignment on the CUIS Machine Input Program which he is handling in a highly efficient manner. He gets along well with his colleagues and contributes to the smooth running of the office. He does not have supervisory responsibilities, but does show concern for officient and economical use of government property.

SECTION D	CERTIFICATION AND COMMENTS
1.	. DY EMPLOYEE
	CERTIFY THAT I HAVE SEEN SECTIONS A. B. AND C OF THIS REPORT
25 aug 67	SIGNATURE OF EMPLOYEE
2. //	// BY SUPERVISOR
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
12	
OATE	Section Chief,
25 August 1967	PM Operations
3.	BY REVIEWING OFFICIAL
COMMENTS OF REVIEWING OFFICE	AL.

As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-8 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.

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DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED HAME AND SIGNATURE
2 8 AUG 1997	C/WH/COG/MO	Robert A. Ortman
- 6 AUG 1957	C/WH/COG/MO	Robert A. Ortman

MEMORANDUM FOR: Chief, Records and Services Division
Office of Personnel

SUBJECT

VITALE, Guy, nmi

- 1. Cover arrangements are in process, and /// have been completed for the above-named Subject.

Chief, Central Cover Division

ce: SSD/OS

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1 LAST NAME FIRST NAME INITIAL(S) 2. APPOINTMENT DATA 3. TOTAL SERVICE	

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I. LAST NAME FIRST NAME	1/	NITIAL(S)	2. APPOINTMENT DATA	3. TOTAL SE	RVICE FOR LEA te of separation	AAE .
1, the lane		ē .	Entered on duty F,T PT	1,31 07 21.21		
VITALE GUY			9_13_19 X Subject to Sec. 203(d), 1931 Legue Act	Years	Months	Days
4. DATE AND NATURE OF SEPARATION			Yes No	26	1 21	4
	nne		Coased to be subject to Sec. 703(d)	More tha	a 15 vegrs	
2-28-69 RETIREMENT CIA	rus					
			on	FAUE	: 1	REMARKS
SUMMARY OF ANNUAL AND SICK	LEAVE		SUMMARY OF HOME L	EATE		
(HOURS)	ANNUAL	SICK	(DAYS)		·	SCD
			14. Date arrival abroad for HL purposes			10-24-42
5 Balance from prior leave year ended.	271.	1655	13. Current balance as of			
19 <u>69</u>	514	20//	16 12-panth accival rate			
6. Current leave year accrual through		. 30				•
19 69	24	12	17. Dates leave used, prior 24 months			
. 7. Total	298	1667				
. Reduction in credits, if any (current year)	0	0	18 Monthly accrual date			
9. Total leave taken	11	0	19. Calendar days credit for next occrual date			
1D. Balance	294	1667	20. Date basic service period completed			
			MILITARY LEAVE			
1) Total hours paid in lump sum 274 hrs			21. Daies during current calendar ye.	10		•
112. Solary rate(s) \$89814 .			27. Dates during preceding calendar yr.	10		
			ABSENCE WITHOUT	PAY		
13. Lump sum leave dates.	0 1	L030_			or AWOL or gh Suspension	
10m 0830 3-3-69 11-18-6		(trouts)			Hours)	
	71	1/10	23. Buring leave year in which separated	0	0	
26	1//6:	16%	24 Dunny step-increase waithful =114=68	0	0	•
(Signature)	(Date)		period which began on	<u></u>		•
FOR CHIEF PAYROLL	11:3-25		25. During 12-month HL accrual period (dates):			
(Inle)	(Telepho	nel		2000 40	1111 550110	E COMMISSION

November 1905 1150-106 RECORD OF LEAVE DATA TRANSFERRED

U.S. CIVIL SERVICE COMMISSION FOR SUPPLEMENTS 296-31 AND 980-

MPAY ADJUSTMENT IN ACCOMPRANCE WITH SECTIONS 212 AND 210 20 FEE 90-205 AND EXECUTIVE DROVE 11413 PURSUANT TO ACTHERITY FOR AS IRROTOTED IN THE CIA ACT OF 1949, AS AUTHORD AND A-UCL DIRECTIVE DATED 9 ECTOSER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENTS 14 JULY 1968"

NAME SERIAL GRAD, FUNCS GROSTEP SALARY SALAR VITALE GUY 003520 51 300 v GS 02 0 1 8,614 8,8398

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14. CLASSIFICATION SCHEDU	IE (GS, 18, etc.)	15. OCCUPATIONAL SERIES	TO GRADE AND STEP	17. SALARY OR RATE
15		0132.35	0.8	
IS. REMARKS			.1.	Annual Control of the

SIGNATURE OR OTHER AUTHENTICATION

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ت عدد ا	6. QID SALARY RATE - Grade Step Salary Last Eff. Date	7. Grade Ste	NEW SALAST EN	EMECTIVE DATE	8. TYPE ACT CN	1891
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PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE GIA ACT OF 1949. AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962,

EFFECTIVE DATE OF PAY ADJUSTMENTS 3 JULY 1966

OLD ' SERIAL ORGN. FUNDS GR-STEP SALARY SALARY NAME \$ 7,781 GS 08 5 003620 51 500 V VITALE GUY

HPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 CCTOBER 1967

NAME

OLD NEM SERIAL ORGN. FINDS GR-STEP SALARY SALARY HPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 49-301 PURSUART TO AUTHORITY OF LCT AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AVE A-DCI POLICY DIRECTIVE DATED A OCTUBER 1962.8

EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965

MAHE

SERIAL UPGN. FUNDS GRESTER SALARY SALARY

VITALE GUY

003620 51 500 V GS 18 4 \$ 7,290 \$ 7,553

51. 500 VITALE GUY 7. TYPE ACTION NEW SALARY RATE OLD SALARY RATE Grade GS 08 4 1 7.553 01/19/64 G5 U8 5 6 7,781 01/15/66 / NO EXCESS LWOP / IN PAY STATUS AT END OF WAITING PERIOD / LWOP STATUS AT END OF WAITING PERIOD AUDITED BY CLERKS INITIALS I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. SIGNATURE: BAY CHANGE NOTIFICATION (4-51) 1 65 560E Mg 3-65

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1 POSITION TITLE	***		12 POSITION NUMBER -	13 CAREER SERVICE DESIGNATION		
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POSTED

SIGNATURE OF OTHER AUTHENTICATION :

Form 11508 1-63 MFG 1-63

Use Previous Edition

ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

			Dor A	nnum	Rates	and	Steps			
GRADE				4	5	6	7	8	9	10_
GÚUDE	1	• 2	3				34 075	\$4 100	\$4,305	\$4,420
GS-1	\$3,385	\$3.500	\$3,615	\$3,730	\$3,845	\$3,960		4,555	4,680	4,805
GS- 2	3,680	3,805	. J.930	7,000	3,200			4,950	5,085	
GS- 3	4 000			4,410	4,545	4,680	4,815	5,530		
	4,480			4,930	5,080	5,230	5,380	6,155	6,320	
-	5,000			5,495	5,660	5,825	5,990	6,800		
-	5,505				6,245	6,430	6,615			
~~	6,050			6,650	6,850	7,050	7,250			
GS- 7	6,630			7,290	7,510	7,730	7,950			
				7,955	8,200			8,935	10.060	10,330
GS- 9					8,980	9,250	9,520	10 715	11 010	11,305
GS-10						10,125	10,420	10,715	13,000	11,305 13,445
GS-11	10,250	10,605	10.960			12,025	12,380	15,100	15 435	15.855
GS-12	10,250 12,075	12 495	12.915	13,335	13,755	14,175	14,595	12,010	110,100	18 580
GS-13	12,075 14,170	14 660	15 150	15,640	16,130	16,620	17,110	17,000	21 020	21 590
GS-14	14,170 16,460	17,000	17,600	18.170	18,740	19,310	19,880	20,450	24 175	122,000
							22,865	23,520	24,110	
GS-16	18,935 21,445	100 105	20,210	23,695	24,445					
GS-17	21,445	22,193	122,030	20,000					<u> </u>	1
GS-18	24,500		1	1		•				

STANDE POWER 371 VITALE GUY 49 300 003620 OLD SALARY PATE PSI 19 421 01/20/63 68 08 4 5 7020 65 08 3 \$ 6830 / NO EXCESS LUOP IN PAY STATUS AT END OF HAITING PERSUD / LNOP STATUS AT END OF WAITING PERIOD AUDITED BY ALL CLERKS INITIALS SALARY CONTINUENT ON CONGRESSIONAL APPROVAL CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. SIGNATURE PAY CHANGE NOTIFICATION

157 **168 199**

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DGT MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLICHS.

NAME

VITALE GUY

SERIAL OHON FUNDS GR-ST SALARY SALARY
003620 49 300 V GS 08 3 5 6 5 5 0 5 6 6 6 6

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FI/CI BRA	NCH				WASH.	., D. C.				
II. POSITION TITLE						THE RUBBER		CAREER SERVICE	POITARZIZED	
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IN ACCORDANCE WITH THE PROVISIONS OF FUGLIC LAW 47 - 793 4400 OCT MEMORANDUM DATED I AUGUST 1956 . SALARY IS ADJUSTED AS FOLLOWS.

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IN ACCOMPANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED

1 AUGUST 1956: SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

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D VITALE GUY 503620 52 88 GS-07 1 \$ 4,990 \$ 5,355

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

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FORM NO 1150a

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4-68 45 USE PREVIOUS EDITIONS

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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demanstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of such performance diverses ecommendations for training. Comment on foreign language competence, if required for current position. Anality or explain extincts given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or suggestion dates and cost consclousness in the use of personnel space, equipment and funds, must be commented on it applicable. If extra space is needed to complete Section C, attach a separate wheel of paper.

Mr. Vitale since he was assigned to me infitially on a parttime basis and later as a full time assistant has performed
adequately as an input analyst in addition to his proficient
work as a Records Officer and General support assistant. The
quality of his input has been good and his production has helped
considerably in cutting down the size of the input backlog.
Mr. Vitale also continues to perform the Records Officers
function for the branch with a sound knowledge of general records
procedures. His attitude and attendance record continue to
reflect a willingness to assist the branch in whatever way
necessary. In addition Mr. Vitale's valuable background
knowledge on a former vital portion of the branch's effort
continues to be utilized to a considerable extent. He gets
along well with his colleagues and contributes to the smooth
running of the office.

Mr. Vitale is presently within 2 years of retirement or 4 years, if he does not receive an overseas assignment. He has told the career panel, he would accept an overseas assignment to either Vietnam or Laos. In view of his experience with paramilitary operations, it is felt this would be a more fitting assignment for him than the present one, even though he has been performing quite satisfactorily.

SECTION D	CERTIFICATION AND CO	WWEN 12
1.	BY EMPLOYEE	
•	CERTIFY THAT I HAVE SEEN SECTIONS A. B.	AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYES	
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2.	BY SUPERVISOR	·
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN T	TO EMPLOYEE, GIVE EXPLANATION
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3.	BY REVIEWING OFFICE	AL
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SECTION C/Continued

NARRATIVE COMMENTS

For approximately four months during 1967, Mr. Vitale worked with me in providing Headquarters' support to JMWAVE in its conduct of special operations into PBRUMEN. In such a role, Mr. Vitale's knowledge of the history, mechanics, requirements and PBRUMEN personnel of these operations was invaluable in (1) the preparation of operational proposals for the 303 Committee, (2) the provision of timely operational information periodically requested by the front offices of both WH/COG and WHD, and (3) the briefing of WOFIRM personnel newly assigned to JMWAVE to assist in these operations. While under my supervision, Mr. Vitale was a conscientious, loyal, cooperative employee who readily and willingly performed all tasks assigned to him in an exceptional manner. He always expressed his willingness to work as many hours as necessary to finish the task at hand. He has a very pleasant personality, gets along well with his fellow workers and exhibits a good sense of cost consciousness in the use of government equipment and materials. The rating letter "S" most accurately reflects the level of performance of Mr. Vitale during the period he was under my supervision.

Robert J. Weatherwax

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						EMPLOTEE SERIAL	A P P G E 出
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SECTION C NARRATIVE COMMENTS.

Indicate significant strengths or weaknesses demonstrated in current position heeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language compétence. It required for current position. Amplify or exploit ratings given in section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on Happlicable. It extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Vitale continues to perform his duties as an operational

Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban paramilitary operations has provided the Branch with very useful continuity. His ability and experience in locating material and in handling records for headquarters support to WH/COG Special Operations contribute substantially to the Branch's operational support effort. Mr. Vitale carries out his assigned duties in a willing, loyal and highly dependable manner. He recently has been given an additional assignment on the CUIS Machine Input Program which he is handling in a highly efficient manner. He gets along well with his colleagues and contributes to the smooth running of the office. He does not have supervisory responsibilities, but does show concern for efficient and economical use of government property.

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SECTION D	CERTIFICATION AND COMMENTS
	BY EMPLOYEE
1	CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT
24 aug 67	Sun too
2.	BY SUPERVISOR
MONTHS EMPLOYEE HAS BEEN . UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
12	AND SIGNATURE
DATE	Section Chief,
25 August 1967	PM Operations
20 MUKUGU IIIV	BY REVIEWING OFFICIAL
	Section Chief, PM Operations

As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-2 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.

DATE		 OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
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dicaté significant strengths or weal verall performance. State suggestion n foreign tanguage competence, if o	knesses demonstrated Historican pesition keep ns made for improvement of work perfections equired for current position. Amplify or explain 1. action. Manner all performance of manageria	Give recommendations for training. Comming the comming given in Section B to provide best 1, or supervisory duties must be described, if	pn1
asis for determining future personne pplicable.	JUL 26 4 no PH 'SS		ı
poneout	OUL 20 4 07 PH 16	his background know-	. 1
Mr. Vitale's	principal qualification is	ramilitary operations.	
ledge of the operat	tional history of Cuban pa	ramifically operations	ı
	LL . LECONOR CONCINERING LA	MILLIMALLY A MO AD W	
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case officers - a	task he performs in a loye	al and dependable manner.	1
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ECTION B	CERTIFICATION AND COMME	NTS	
SECTION D	BY EMPLOYEE		
1 CEF	RTIFY THAT I HAVE SEEN SECTIONS A, B, AND	C OF THIS REPORT	
DATE 11 July 1966	SIGNATURE OF EMPLOYEE		
11 3029 2700	They was the		
2.	BY SUPERVISOR	PLOYEE, GIVE EXPLANATION	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IN THIS MENON! HAS NOT WELL		
10 months	·		
	OFFICIAL TITLE OF SUPERVISOR	T AND SIGNATURE	
DATE			
	C/WH/C/MO/PM		
	BY REVIEWING OFFICIAL		
3. COMMENTS OF REVIEWING OFFICIAL		actic performance closely	/
I have had or	portunity to observe subj	in his cunervisor's ratio	ngs
for nine months and	while I generally concur	bat those same duties col	uld
of the duties as 113	sted, it should be not in	tol Clark or Intel Assis	tant
he performed equally	Well by a more Junior	Intol Assistant does not	
and therefore, the	Overall lacing as a ca	min it would be very di	ff1-
accurately reflect	als capability.	orm competitively with oth	her
cult, if not imposs:	Inte, for paralet	mand his position title	pe
Intel Assistants at	a 65-8 level, and 1 level	which he performs capably	•
changed to Ops Suppo	a GS-8 level, and I recon ort Assistant, a role in v	<u>-</u>	
		2 //22	
	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPET OF PHINTED HAME MUSICINATURE	
DATE 1966		Robert A. Ortman	
25 July 1966	C/WH/C/MO		
	CCCDET	•	

ſ	٠					EMPLOYEE	SERIAL NO	JMBER
	FITNESS REPORT 003620							
SECTION A		· GEN	ERA	:				
I. NAME	100 0017	(Firet) (Middle)			3. SEX	4. GRADE	: _	
' · · · · · · · · · · · · · · · · · · ·	VITALE, Guy			Oct 17	М.	GS-08	. D	
6. OFFICIAL POS	Officer			DP/WH/C	SSIGNMENT	Washin		.Ċ.
	E OF APPOINTMENT		10. C	HECK IX) TYPE	OF REPORT			
CAREER	RESERVE	TEMPORARY		INITIAL		REASI	HENWENTS	UPERVISOR
CAREER-PI	OVISIONAL (See Insti	uctions - Section C)	X	ANNUAL		REAS	BIGNMENT	EMPLOYEE
SPECIAL (S				SPECIAL (Spec			-	
II. DATE REPORT	DUE IN 0.P. July, 1965	5	12. R	PORTING PER	- 30 Jt	∞) ine 65 -		
SECTION B	, u.y. 1000	PERFORMANCE					· · · · · · · · · · · · · · · · · · ·	
A - Aedy	Performance ranges	Control location at the s	label	less then set	stoctory.	rating in th	is categor	y requires
	probation, to reassi	ction. The nature of the acti gnment or to separation. D	scrib	action taken	or proposed	In Section (. · ·	
A - Adoquete	excellence.	all requirements. It is entire						ncy nor
P - Proficient		than settsfectory. Desired			oduced in a	proficient m	anner.	
S - Strong O - Outstanding	Desformance is so a	racterized by exceptional pro exceptional in relation to req r work as to warrant special	ulzems	nts of the work	and in con	parison to t	he perform	ance of
	others doing simila	SPECIFI						
		ocific duties performed durin ACH specific duty. Consider The rated on their ability to						
SPECIFIC DUTY N								LETTER
Proces	ses name tr	aces and clearan	ces	: traces	and ma	intains	3	
	201 Files.							0
•	•					· · · ·		RATING
SPECIFIC DUTY NO	•	•			٠	٠.		LETTER
Conduc	ts research	for preparation	οĉ	reports	and pl	ans.	•	S
,	•	:						
SPECIFIC DUTY NO	0. 8			•	•			RATING LETTER
Mainta	ins office	files on a compl	ex p	project.			:	S
				_	,	•		
SPECIFIC DUTY NO	0. 4							RATING LETTER
Prepar	es cable or	dispatch replie	s to	name ti	race re	quest s .		P '
	•							
SPECIFIC DUTY NO	D. 8	* .						RATING LETTER
Record	s Officer -	Insures complia	nce	with CS	record	s,	•	
,		directives and	autl	norizes o	lestruc	tion of	· ·	P
SPECIFIC DUTY NO	o. 6	CS documents.	•					RATING LETTER
		•	•					
		*, *		•				
	•							
	0	VERALL PERFORMANC	E IN	URRENT PO	MOLLISC			RATING
Take into account	nuncuthing phase the	employee which influences	his of	fectiveness in	his current	position suc	has per-	LETTER
particular limitation	ons or talents. Base the tating box carre	d on your knowledge of em- sponding to the statement wh	ich m	est accurately	reflects his	level of per	lormance.	S.
22 JUL 1								

FORM 45 OBSOLETE PREVIOUS EDITIONS.

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hadred from government descriptions and descriptions

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper paraparties their relationship to overall performance. State suggestions made for improvement of work performance, Give recommendations for regining. Cummon overall performance competence, if required for current position. Amplify or explain ratings given in Section B to provide best on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described. If 12 00 PH 185 applicable.

Mr. Vitale's longevity on the project makes his services increasingly valuable. This is particular true in briefing and orienting new officers. He continues to do an exceptional job continues to do an exception delication delicati in assisting his office on a most complex project where we many of his colleagues have transferred primarily because of the many demands and frustrations caused by this extraordinary project. Mr. Vitale continues to be a most loyal, cooperative and willing worker, getting along well with all hands. His maturity and many years of experience in his field, in addition to his great general knowledge, make him a most valued employee when compared to colleagues of similar rank. It is because of this that I have again rated Mr. Vitale very high. Although Mr. Vitale has no supervisory responsibilities and fully realizing his limited potential as a senior operations officer, I feel he is still undergraded and should be promoted to the next higher grade at the earliest opportunity. Because Mr. Vitale's job and performance have remained almost exactly the same as during the previous year, this fitness report is also very similar.

SECTION D		EM12 :
i s	BY EMPLOYEE	:
i CE	RTIFY THAT I HAVE SEEN SECTIONS A, B, A	ND C OF THIS REPORT
DATE O /	SIGNATURE OF EMPLOYES	
73 July 65	man // itale	:
13/000	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN	THIS REPORT WAS NOT BEEN SHOWN TO	EMPLOYEE, GIVE EXPLANATION
UNDER MY SUPERVISION		
46 months	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE .
DATE	Oppiciac intec or sorearison	Cilia to this
13601 1945	C/VH/C/MO/PM	Calvin Hicks
3.	BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL	ficial does not use the s	same rating scale as the
The reviewing of supervisor; ther	ficial does not use the s	performance. Subject is

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		CITM	ESS REPORT				EMP	LOYEE	ERIAL	NUMBER
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ECTION A			GE	NERA						•
NAME	VITALE	(Firet)	(Middle)		Oct 17	a. sex	4. GR	-08	3. SD	o ·
6. OFFICIAL PO				. II.	F/DIV/BR OF	, –		RRENT S		
	fficer				DDP/SAS		Was			D.C.
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DATE REPOR	T DUE IN O.P. 1y 1964			12. A1	PORTING PER	IDD (From- t	0-)			
ECTION B	19 1304	-	PERFORMANC		July 196	3 - 30	Jun	e 19	64	
W - Weak	Performance ranges	from w	olly ländenunte to s	tichel.	Inca they and	electron A				
A - Adequata	probation, to reass	gnment	or to separation. D	on cou scribe	ia range trom c action taken c	Ounseling, 1 of Dioposed i	o furti	tion C	ing, to	placing on
			irements. It is entire							ency nor
P - <u>Proficient</u> S - Strong	Performance is mor	e than s	otisfactory. Desired	result	s are being pro	duced in a p	roficie	nom to	nor.	
0 - Quistanding	Performance is so a	eception	d by exceptional pro nal in relation to req signwarrant special :	icome	ate of the week	and in comp	eri sor	to the	perform	nance of
	Hellington from the second		SPECIFI						***************************************	
ist up to six of to anner in which e ith supervisory r PECIFIC DUTY NO	the most important sp implayee performs EA espansibilities MUST 0. 1	ecific di CH spec l be rate	uties performed durin ific duty. Consider d on their ability to	g the r ONLY superv	ating period. I affectiveness iso (indicate ni	nsert rating in performan imber of emp	letter ice of	which be that dut	iest de ly. All	employees
Proc	esses name t 201 files	trace	s and clear	ance	s; trace	s and i	nair	tain	S	LETTER O
Ecific DUTY NO Cond	ucts researd	h fo	r preparatio	on o	f report	s and p	1an	ıs.		RATING LETYER S
ECIFIC DUTY NO), 8									1
	***									RATING
Main	tains office	fil:	es on a comp	olex	project		·····			RATING LETTER S
EIFIC DUTY NO			,				equ	ests.	-	LETTER
Prepa	ares cable o		,				equi	ests.		S RATING LETTER P
Prepa	ares cable o	or dis	spatch repli	es	to name	trace r	ds.			RATING LETTER P
Preparent No.	ares cable o	or dis	spatch repli	es	to name	trace r	ds.			S RATING LETTER P
Preparent No.	ares cable o	or dis	spatch repli	es	to name	trace r	ds.			RATING LETTER P
Preparent Duty No. Recor	ares cable o	- Ins	spatch repli	es ance	to name a	trace r s recor destru	ds.			RATING LETTER P
Prepared property no. Record property no. Prepared property no.	ares cable o	- Ins	spatch replications of the spatch replications and documents. PERFORMANCE of the spatch of the spatch influences his becomes of the spatch of	ance aut	e with CS thorizes RRENT POSI	recor destru	ds, ction	on of	pere	RATING LETTER P

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Spell	FI	11	ed	In

SECTION C

NARRATIVE COMMENTS OF PERSONNE

Indicate significant strengths of weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or expligit allegs foven in section B to provide best positions for determining future personnal action. Manner of performance of managerial or appearable dutter pasts be described, if

HAIL ROOM

Mr. Vitale continues to do an exceptional job in assisting his office on a most complex project. His longevity on the project, coupled with his continued objectivity, makes his services increasingly valuable. This is in contrast to many of his colleagues who have transferred because of the many extreme demands and frustrations caused by this extraordinary project. Mr. Vitale continues to be a most loyal, cooperative and willing worker, getting along well with all hands. His maturity and many years of experience in his field, in addition to his great general knowledge, make him a most valued employee when compared to colleagues of similar rank. It is because of this that I have again rated Mr. Vitale very high. In addition, and fully realizing his limited potential as a senior operations officer, I feel he is still undergraded and should be promoted to the next higher grade at the earliest opportunity.

SECTION D	CERTIFICATION AND CO	MINENTS
1.	DY EMPLOYEE	Murit 13
	CERTIFY THAT I HAVE SEEN SECTIONS A.	B. AND COF THIS DEPONT
Vector 23, 64	SIGNATURE OF EMPLOYEE	Le Control of the Con
2. / J	V BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 34 months	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
15 July 1964	C/WH/SA/MOB/PM	Calvin W. Hicks
COMMENTS OF REVIEWING OFFIC	BY REVIEWING OFFICE	AL
has been conc	oncurs in the ratings of n current position of Mr erned with the Cuban effo knowledge of past events	. Vitale. Mr. Vitale
NTE .	OFFICIAL TIZE OF BEVIEW	
28 July 1964	C/WH/SA/MOB	TYPED OR PRINTED NAME AND SIGNATURE

8)		FITNESS REPORT 003620					IUMBER .	
SECTION A			GENERA	L .				
I. NAME	(Last)			TE OF BIRTH		1	8. 50	
6. OFFICIAL POS	VITALE	Ouy		Oct. 1917		OS-8	D	
				P/S. A. S.	SSI GIRMENT			ton, D.
P. CHECK (X) TY	FE OF APPOINTM	ENT		HECK (X) TYPE	OF REPORT	<u> </u>		
CAREER	RESERVE	. TEMPORA	WA.	INITIAL	<u> </u>	REASSI	GNMENT	9UP#RV180
CAREEN-PI	TOVISIONAL (See	instructions + Section C.	X	ANNUAL		. MEASSI	GNMENT	EMPLOYE
SPECIAL IS	pecily):			SPECIAL (Spec				
II. DATE REPORT				EPORTING PERI	_		,	
31 July SECTION B	1903	DEDE	DRMANCE EV	July 1962	טע טע סט	ne lyoy		
					-fastani A	costan in this		
W - Weak	positive remedi-	ges from wholly inade al action. The nature assignment or to sept	of the action cou	ld range from c	ounseling,	to further trois	ning, to s	placing on
A - Adequate	Performance me excellence.	ets all requirements.	It is entirely sa	isfactory and l	s characteri	zed neither by	y deficie	uch uos
P - Proficient		more than satisfactory			duced in a	proficient man	inef.	
S - Strong O - Outstanding	Performance Is	characterized by exce so exceptional in rela illar work as to warro	tion to regulzeme	nts of the work	and in com	parison to the	porform	ance of ,
			SPECIFIC DU					
manner in which e	mployee performs esponsibilities M	t specific duties perfo EACH specific duty. UST be rated on their	Consider ONL1	offectiveness	in performa	nce of that du	ny. All-	employees
·	s name tra	ices and clea	irances.	Traces a	nd mair	ntains a	gent	RATING LETTER S/O
Conducts		for preparat	ion of re	ports and	l plans			RATING LETTER
PECIFIC DUTY NO	h. 3	*						RATING LETTER
Maintains	office f	iles on a co	mplex pro	ject.				S
PECIFIC DUTY NO	. 4							RATING LETTER
Preparcs	cable or	dispatch rep	lies to n	ane trace	reque	sts.	,	P
PECIFIC DUTY NO	. 5	<u></u>	· · · · · · · · · · · · · · · · · · ·					RATING LETTER
Records 0		Insures compand authoriz					res	
		and authoriz	es destru	CTOU OF	65 000	unents.		P.
PECIFIC DUTY NO.	. 6					•		RATING
		OVERALL PERFO	RMANCE IN C	URRENT POS	SITION	· :		
ormance of speci- articular limitation loce the letter in t	lic duties, produ ns or talents. Bo the rating box cou	the employee which in crivity, conduct on just and on your knowled responding to the star	ifluences his effo ob, cooperativen ge of employee	ectiveness in hi ess, pertinent ; overall perior	is current p personal tre mance duri	sits or habits, ng the rating	ond period,	RATING LETTER
9 AUG 1961								

SECTION C MARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of week performance: Give recommendations for training. Comment on foreign language competence, if required for current position. Attibility of plaining favors in Section B to provide best basis for determining future personnel action. Manner of performance of managerial of supervisory duties must be described, if applicable.

Subject continues to do an exceptional job in assisting his office in the formulation of reports and plans by his research and ability to quickly make name traces and ferret out information from the various agency sources.

During the past year subject has continued to be a most cooperative, loyal and willing worker on a project that due to its nature is more frustrating, and demands more with less apparent return than most projects. As on his previous fitness report, I have rated him very high, primarily due to the fact that have mature and many years experience with the Agency have made him of much more immediate value than most of his colleagues in the GS 7-9 level. Consequently, although he has made G3-8 within the past year, I feel he is still undergraded and should be promoted to G3-9 at the carliest opportunity.

SECTION D	CERTIFICATION AND COMM	ENTS								
BY EMPLOYEE										
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT										
Dere 13, 63										
2. /	BY SUPERVISOR									
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 22 mths	IF THIS REPORT HAS NOT BEEN SHOWN TO	EMPLOYEE, GIVE EXPLANATION								
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE								
	·	Cain a photo								
12 June 63	DC/SAS/MOB/EM	Calvin W. Hicks								
1	BY REVIEWING OFFICIAL									
COMMENTS OF REVIEWING OFFICIAL										
or from the manner as to whether the r if they were perfor additional duties of	in which he performs the nature of his duties warra med in an outstanding man of a more demanding nature	value of subject's duties m, I do have strong doubts ant promotion to GS-9 even mner. During the next year e will be placed on subject mer those circumstances								
and I will want to weigh his performance under those circumstances before recommending promotion.										
///2/. 3	OFFICIAL TITLE OF REVIEWING OFFICIAL C/SAS/MOS/FM	Charles h. Matt								

E-MANAGEMENT AND ADDRESS OF THE PARTY OF THE

0.00	(When Filled In)	· 'X
FITNESS REPOR		EMPLOYEE SERIAL NUMBER
riness KEPUR		003620
SECTION A	GENERAL	
1. NAME (Last) (Pirst) (Middl		4- GRADE S. SD
VITALE Guy	16 Oct. 1917 H	0.7.5
8. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNME	113-7 · D
Intell. Asst.	DDP/TFA/FN Ex.	•
P. CHECK (X) TYPE OF APPOINTMENT	10. CHECK (X) TYPE OF REP	Jash., D.C.
CAREER RESERVE TEMPORARY	INITIAL	
CAREEN-PROVISIONAL (See Instructions - Section C)	ANNUAL	REASSIGNMENT SUPERY
SPECIAL (Specify):	SPECIAL (Specify);	
I. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From	- 10-)
ECTION 8	1 Sept. 1961 to 3	0 June 1962
PERFORM	MANCE EVALUATION	
positive remedial action. The nature of it probation, to reassignment or to separation. A - Adaquate Performance meets all requirements, it is excellence. Performance is more than satisfactory. Deformance is characterized by exception of Outstanding Performance is an exceptional in salation.	ion. Describe action taken or proposition of the charact settled results are being produced in and proficiency.	g, to during the placing of in Section C. or
	ecial recognition. ECIFIC DUTIES	mportson to the performance of
at up to ally of the most tonestone and the		
anner in which employee performs EACH specific duty. Cor th supervisory responsibilities MUST be rated on their abil ECCIFIC DUTY NO. I Processes name traces and clearant agent 201 files.	, and the state of	mployees supervised).
Conducts research for preparation	of reports and plans.	RATING LETTE
CIFIC DUTY NO. 3		RATING
		LETTER
Maintaing ages		
Maintains office files on a comple	x project.	
Prepares cable or dispatch: replies	s to name trace requests.	RATING LETTER A
CIFIC DUTY NO. 3		RATING
Insures compl	iance with CS Records, D.	LETTER
Records Officer - and authorize	es destruction of CS documents	namta .
IFIC DUTY NO. 6		A A
		RATING
OVERALL PERFORMAN	NCE IN CURRENT POSITION	
into account everything about the employee which influence ance of specific duties, productivity, conduct on job, con cular limitations or talents. Based on your knowledge of a the letter in the rating box corresponding to the statement	es his effectiveness in his current poperativeness, pertinent personal tr	iits of hehits and I

SECTION C . NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language campetence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if opplicable.

Subject has done an exceptional job in assisting his office in the formulation of reports and plans by his research and ability to quickly make name traces and ferret out information from the various agency sources concerned.

He at all times has been a most cooperative, loyal and willing worker with good security habits. Although, he does not have the ambition or drive to get to the top of the ladder that many younger officers may have (not everybody can or wants to be Chief, but can still be one of the best indians in the business), his great store of general knowledge and many years of agency experience have made him of much more immediate value than most of his colleagues in the GS-7-9 level, and it is because of this that he has received such a high rating. Consequently, it is recommended that Mr. Vitale be promoted to the next higher grade at the earliest opportunity.

SECTION D	CERTIFICATION AND CO	MMENTS
	BY EMPLOYEE	
11	CERTIFY THAT I HAVE SEEN SECTIONS A. B	, AND C OF THIS REPORT
are and 21, 1962	SIGNATURE OF EMPLOYEE	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
10 MONTES		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
21 August 1962	TFW/PM/OPS	C.W. HICKE
).	BY REVIEWING OFFICE	IAL
COMMENTS OF REVIEWING OFFICE	AL .	
		·
DATE .	OFFICIAL TITLE OF REVIEWING OFFICE	AL TYPED OR PRINTED NAME AND SIGNATURE
21 August 1962	DC/TFW/PM	C.W. MATT

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		T-			(When I	files	In)		I EMPI	OYEE	FRIA	- MUM	PER	<u> </u>
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I NAME	-		•				để Gột.	7 - 7	1				7	
S. SERVICE DESIGNATION			ON TI	TLE.		J			7. OF	/DIV/	BROT	A\$\$10	NMEN	Υ.
,C)		. 77							الديد ا			-		
8. CA	REER STA	FF STATUS			-	9,			PE OF RE					
MOT ELIGIBLE.	MEMBE	R	0	DEFERRE	٥ .		INITIAL		BEIGNMEN					
PENDING	DECLIP			DENICO			ANNUAL		SSIGNMEN	T/EMP	LOYA			
10. DATE REPORT DUE I	N O.P.	THURS	. *	3/14	and the same of		CIAL (Specify)						,	
SECTION B		EVALUA'	TION	OF PER	RFORM	IAHC	E OF SPE	CIFIC DL	TIES					
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1 - Unsatisfactory	2 - Bore	ly adequate	. 3	3 - Accep	toble			5 - Excel	en) 6 -	Superi	04	7 - Ou		
SPECIFIC OUTY NO. 1				R	NO.	SPE	search	10.9	naarii	-ad	in	tho.	R/	NO.
» محديد مر						P.r	eparati	on of	Repo	rts.	111			5
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	- 0/0	flog m	lac		но. 5	Ma	intenan	ice of	Offic	ce				_
Assistant to	5 6/0	(reg m	any	in the second se		Fi	les							6
SPECIFIC DUTY NO.4			-	R	ATING		IFIC DUTY N						R/	NO.
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	- F34 68 1	ILATION C	EOV	VEDALL	DEDE	USA	ANCE IN C	URREN	POSITI	ON				
SECTION C													d ann	rifie
Take into account everyt duties, productivity, con your knowledge of empla statement which most ac	duct on in	e, cooperari	ivene:	during th	e rating	his e sonal peri	traits or holi od, place thi	in his cur pits, partic tating nu	rent posti relar limit imber in ti	ations	or tui	enis. Ipondii	Base ng to I	d on the
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FORM 45 OBSOLETE PREVIOUS EDITIONS.

CECRET

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l	SECTION E HARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE
ı	Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his
ı	I t. China and Antique for his training. Paretibe it appropriate, his potential for development and for assuming greater te-
Ì	sponsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and Q to provide the best basis for determining

Subject is very versatile and can be utilized effectively on an assignment involving heterogeneous duties. His ability to/function as an agent handler is extremely commendable. Subject is able to communicate equally well with this or low level agents. The further demonstrated his usefulness in the preparation of research papers and the maintenance of files. Supervisor feels that Subject's productivity and effectiveness is dependent on whether he is in a position that he personally likes (It should be noted that Subject is 44 yrs old).

Subject has demonstrated that he can assume greater responsibilities. (During the period covered he travelled to Puerto Rico and New Orleans on assignments not under control of the Supervisor)..

SECTION F	CERTIFICATION AND C	OMMENTS
1.	BY EMPLOYEE	
/ ce	rtify that I have seen Sections A, B,	C, D and E of this Report.
28 Fals, 62	SIGNATURE OF EMPLOYEE	L.
2.	A BY SUPERVISOR	
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Mr. Vit	ale was assigned to the SLT S	ection of the Goffman Branch on a
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Us mas shows	ork, he performed his duties i	in a thoroughly satisfactory manner.
ne was always	polite to his fellow employee	s and did his best to contribute
to the smooth	operation of the section.	
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TE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 Nov 60	OFFICIAL TITLE OF REVIEWING OFFICIAL C/EE/Germany	TYPED OR PRINTED NAME AND SIGNATURE

Section 3. Comments of Reviewing Official:

This employee had no qualifications for assignment in the German desk or German operational field. He was carried in the German Branch in a casual status while an assignment suitable to his talents was being located. The fitness report for the period of his duty with the German Branch is accordingly only a record of the fact that he loyally and diligently carried out assigned tasks to the best of his ability.



Chief, EE/Germany

Pre 1960 Fitners Report

2 June 1960

MEMORANDUM FOR: Chief, EE Fersonnel

SUBJECT : Commendation - Mr. Guy Vitale

1. The Eastern European Division Logistics Office vishes to commend Mr. Guy Vitale for the manner in which he conducted himself while on temporary assignment in this office. Rather than sit idle awaiting a new assignment, Mr. Vitale volunteered his services and was given various logistical general services jobs and duties which he carried out with enthusiasm and effort rarely seen in a person in his status. We found him as an enthusiastic-willing worker who gave selflessly of his time and showed a strong devotion to duty.

2. A copy of this commendation should be made a part of the employee's permanent 201 file.

Chief, Ex Logistics

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Pre 1960 FRQ & Certifications for insurance and retirement

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Pre 1960 - PHS, CLEARANCE.
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RECORD OF

PREVIOUS GOVERNMENT

SERVICE RETURNED TO

FEDERAL RECORDS CENTER IN

ST. LOUIS, MO.

DATE May 1970